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Weekly Report for Week Ending 30 December 1959  
(includes also the Week ending 23 Dec. 1959)  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

The revised Records Control Schedule for Executive Registry was delivered to the office of the Executive Officer/DCI. Project completed.

25X1

Nine cubic feet of inactive files were retired from Legislative Counsel and new files established for 1960.

2. Assignments

25X1 a. Shelf Filing

(1) OP/Records and Services Division/Test Installation

25X1

(4) Office of Communications/TTT Staff

25X1

No change from previous report.

b. Filing Systems

(1) Management Staff, O&M Files

25X1

Review of the files continues.

25X1

(2) Medical Staff

Culling of the files is in process.

(3) DD/P/WH Division

25X1

25X1

WH Records Management Officer requested assistance in improving filing system for material in 11 safes in PP Staff. He thinks the system he saw at Filing Workshop could be applied.

25X1

about assistance to be given. Met with [redacted] and surveyed the area and safes concerned. Fact finding continues.

25X1

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## c. Records Control Schedules

25X1 (1) Executive Registry [ ]

Project complete. See Contributions above.

25X1 (2) FI [ ]  
(3) OCI [ ]

Revised schedule for the SIDO records has been forwarded to OCI for review. Survey continues with Special Intelligence Staff.

25X1 [ ]

Changes as suggested by [ ] have been made and typing of schedule completed.

25X1

25X1 (5) Records Center [ ]

(6) Management Staff [ ]

25X1

The audit of the records control schedule was begun with the O&amp;M Staffs.

d. Special Projects

25X1 (1) SSA/DDS [ ]

(2) Refresher Training Workshops in Filing [ ]

25X1

(3) Revision of Notices on Filing Equipment and Supplies [ ]

25X1

(4) Records Center Article for Support Bulletin [ ]

25X1

(5) Follow-up on Unused Safes [ ]

25X1

No change from previous report.

(6) Survey in Real Estate and Construction/Logistics [ ]

25X1

Completed screening of one-half of subject file material consisting of 1 safe and dating from 1949. The new files for 1959 and 1960 have been set up under the subject numeric system.

A simple mail control procedure is being developed in written form with hopes of beginning the system on 1 January 1960.

Several discussions have been held with Branch Chiefs and Division personnel to obtain comments and criticism on the proposed changes in filing and office procedures.

Two sample forms have been developed and given to the Real Estate Acquisitions Branch for comment.

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- (7) Transfer of German Documents from State Department and National Archives to CIA [ ] 25X1

- (8) DD/P/PP Staff Records Survey [ ] 25X1

Typing of Records Control Schedules for five PP Divisions has been completed. Inventorying of records in Propaganda Division will begin upon return of [ ] on 4 January. This is the final division to be inventoried in PP Staff. 25X1

- (9) Survey of Headquarters for Herring-Hall-Marvin Safes [ ] 25X1

Office of Logistics has approved our request for the elimination of paper work normally necessary for equipment exchange. [ ] indicated exchange would be made within the next few days after necessary arrangements are made. 25X1

- (10) Subject-Numeric File System Folders and Guides [ ] 25X1

All folders and guides are prepared and assembled for distribution upon request. Project completed.

e. Vital Materials

- (1) A meeting was held with [ ] Training/Assessment and Evaluation, [ ] Logistics/Printing Services Division to arrange for the microfilming of Assessment Reports of persons who have undergone intensive assessment tests. Reports made subsequent to the filming will be deposited in hard copy. 25X1 25X1

f. Microfilming [ ]

- (1) Office of Personnel - continues.
- (2) OCR/GR - Stopped temporarily while adjustments are made to camera. These adjustments, in setting the reduction ratio, are required to accommodate the smaller personality print. It is hoped that this project can start on 11 January.

3. News

A Happy and Successful New Year to all.

25X1

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